

ASSISTANT DIRECTOR OF PUBLIC WORKS

DEFINITION

To plan, assign, direct and review the Engineering, Capital Management, or Streets Management activities and to provide professional and technical assistance to the Director of Public Works.

SUPERVISION RECEIVED/EXERCISED

Receives general administrative direction from the Director of Public Works.
Exercises supervision over department staff.

DISTINGUISHING CHARACTERISTICS

Responsibilities include the direct and indirect supervision of supervisory, professional, technical and clerical personnel. The class of Assistant Director of Public Works differs from Public Works Manager in that the latter is responsible for a single work unit of the Public Works Department. This is an unclassified position in which the incumbent serves at the will of the Public Works Director.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

(May include, but are not limited to the following)

Responsible for developing and implementing City goals, objectives, policies and priorities.

Responsible for supervising, coordinating and reviewing the work of subordinate supervisors.

Responsible for supervising the development of plans and estimates for construction and major repair of public works systems.

Responsible for conferring with subordinates regarding project priorities and progress.

Responsible for supervising, and participating in, the preparation of special engineering studies and reports.

Responsible for supervising, and participating in, administration of the City's Urban Growth Management process including infrastructure exaction, fee establishment and administration.

Responsible for overseeing the functions defined in Section 10-202 of the Fresno Municipal Code relating to the duties and powers of the City Traffic Engineer.

Responsible for coordinating Engineering activities with other City departments, divisions and sections, and with outside agencies.

Assists Director in explaining and interpreting engineering problems and proposals to City officials, other agencies and the general public.

Responsible for planning, organizing and directing the maintenance of streets, storm drains, bridges, and related structures.

Serves as staff to a variety of City commissions, boards, and committees on public works matters.

Assists in the evaluation, selection, and supervision of professional consultants.

Responsible for supervising and participating in the preparation of the budget.

Responsible for preparing and presenting agenda items to the City Council and Planning Commission.

Responsible for preparing weekly project status reports, and reporting on project shortfalls.

Responsible for selecting, supervising, training, evaluating and disciplining supervisory, professional and technical subordinates.

Perform related duties as assigned.

JOB-RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Expert knowledge of principles and practices of large, complex construction projects including public works engineering, traffic engineering and land surveying.

Expert knowledge of methods and techniques used in the design and construction of a wide variety of public works projects.

Expert knowledge of modern developments, current literature and sources of information regarding public works engineering, traffic engineering and land surveying.

Expert knowledge of the materials, tools, equipment, methods, and practices used in the construction, maintenance, and repair of streets, bridges, and storm drain systems.

Expert knowledge of applicable federal and state laws and regulations.

Expert knowledge of applicable laws and regulatory codes related to development and construction.

Expert knowledge of principles and practices of organization, administration, budget and human resources management.

Ability to:

Plan, direct, and coordinate major public works engineering projects.

Deal effectively with the general public, community groups, and public officials.

Communicate effectively, orally and in writing.

Supervise the preparation of specifications, cost estimates, work schedules, plans, maps and reports.

Make complex engineering computations and check, design and supervise the construction of a wide variety of public and private facilities.

Supervise, train and evaluate supervisory, professional and technical subordinates.

Supervise the City Urban Growth Management (impact fee and infrastructure) program including administration of the fee and infrastructure exaction process.

MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a bachelor's degree; and four years of experience in managing large construction projects.

For the Assistant Director of Public Works, Streets Management, additional qualifying experience may be substituted for the education on a year-for-year basis.

Special Requirements

Significant experience managing projects in excess of 10 million dollars is highly desired.

Recruitment may be limited to a specific area of expertise as required by operational needs. Areas of expertise include, but are not limited to those listed below:

1. Administration
2. Capital Management
3. Engineering
4. Street Maintenance

APPROVED: _____

Director

DATE: _____

JC/TM/jl/03/25/02

NK/SR Revised: 04/07/05